

# LJFS Policy

## Admissions Policy (for entry in 2023/2024)

This policy reflects the legal requirements of the Free School legislation and our practices and arrangements will be consistent with the School Admissions Code, the School Admission Appeal Code and admissions law as it applies to Free Schools, Academies and all other schools.

The Leeds Jewish Free School is a Free School with a commitment to the practice of Orthodox Judaism. Jewish Studies and Hebrew are taught by specialist teachers. The school has the following mission statement:

**“We aim to offer high quality education within a strong Orthodox Jewish ethos that is available locally, accessible to all irrespective of faith, specific needs or family financial capacity.”**

This admissions policy applies to Leeds Jewish Free School and is for the academic year 2023-24. We are a Free School and our school’s admission authority is the Governing Body.

How many children are admitted to a school (Published Admission Number)

Leeds Jewish Free School has 26 places available for Year 7 in September 2023.

Children with our school named on their Education, Health and Care (EHC) plan will be given a place in our school

LJFS will give priority, within the over-subscription criteria, to applicants who meet a religious practice test based on information provided in the school’s Supplementary Information Form (SIF).

### **Oversubscription Criteria**

Where there are more applications than places available, priority for admission to the school will be given based on the criteria listed below.

**Priority 1 – Looked after and previously looked after children including children who were in state care outside of England and who are being cared for within a Jewish home (as evidenced by a completed and valid SIF).**

A looked after child is defined as a child who is (one of the following):

- in the care of an English local authority or similar in another country, including Wales, Scotland and Northern Ireland.
- being provided with accommodation by a local authority’s social services (see the definition in Section 22(1) of the Children Act 1989)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship Order
- became subject to a Child Arrangements Order

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You must submit evidence of your child's previously looked after status:

- a copy of the court order and evidence of being in local authority care) with your application.
- your child's adoption (an adoption order or adoption birth certificate)
- that they were in state care outside England (a letter from the state)

Being cared for in a Jewish home is defined as meeting the practice threshold set out in the SIF and you will need to provide this to the school with your application.

**Priority 2:** 50% of places will be offered to Jewish pupils, irrespective of what primary school they attended. Priority will be based in levels of observance, participation and contribution within the community, which has been affirmed by a Rabbi, other clergy or an appropriate professional. Applications will be ranked and prioritised using scores attained from the information submitted within the Supplementary Information Form.

Any applicants who meet priority 2 but aren't allocated a place under this criteria (because there are more applications than the 50% places) will be also be considered under any lower priorities that may apply.

## **Priority 3 – Any Looked after and previously looked after children including children who were in state care outside of England not included in priority 1**

A looked after child is defined as a child who is (one of the following):

- in the care of a local authority or similar in another country, including Wales, Scotland and Northern Ireland.
- being provided with accommodation by a local authority's social services (see the definition in Section 22(1) of the Children Act 1989)

A previously looked after child is any child who was previously looked after but stopped being so because they were (one of the following):

- adopted
- became subject to a Special Guardianship Order
- became subject to a Child Arrangements Order

You must submit evidence of your child's previously looked after status

- a copy of the court order and evidence of being in local authority care with your application.
- your child's adoption (an adoption order or adoption birth certificate)
- that they were in state care outside England (a letter from the state)

**Priority 4:** Having a sibling currently attending Leeds Jewish Free School. (A sibling includes any child who lives in the family home for at least 1 day a week and is directly related through birth, marriage or adoption to other children in the home.)

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**Priority 5:** At the time of application attends one of the following named local primary schools. This is irrespective of whether the pupil is Jewish or not:

- Allerton Church of England Primary School
- Alwoodley Community Primary School
- Brodetsky Jewish Primary School
- Primley Wood Primary School

**Priority 6:** Any other child.

Attendance at Brodetsky Jewish Primary School does not guarantee a place in the high school. A separate application form needs to be completed for Leeds Jewish Free School.

## **If children meet the same priority (tie break)**

If children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all attend feeder schools, the 4 children living closest to the school will be allocated those places.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

## **Distance measurements**

We use a straight-line distance system provided by Leeds City Council admission team. The program measures the straight-line distance from a defined point on the main school building to a defined point on your home address.

The point we measure to at your home address is set by the Local Land and Property Gazetteer (LLPG), which provides coordinates for every property. If we are not able to match your address with the LLPG then we will identify a point at the centre of your home

## **Home Address**

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer.

You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. We will investigate any queries about addresses and, depending on what we find, we may change the school place offer.

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Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the school will determine which address will be used, based on where the child spends the majority of the school week. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When we make an offer, we assume your address will be the same when you take up the school place in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer.

If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

## **In-Year applications**

Leeds Jewish Free School have the responsibility for considering requests to join our school in-year, or for year 7 places after the start of the school year.

To apply for a place, an in-year application form should be completed and returned to Leeds City Council. The application will then be sent on to all the school(s) you have applied for and our school will decide whether we can offer a place.

If we refuse to offer a place, we will confirm this in writing to you, explaining the reasons, and that you have the right of appeal. Your child will be added to our school's waiting list automatically for that school year. Where any vacancy arises, places will be offered from the waiting list based on the oversubscription criteria within this policy. Find out more including any current vacancies in Leeds schools.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the school, if there is a place available. Where parents simply wish for their child to change schools, the application will be considered for the start of the following term.

For all in-year applications, please contact the Admissions Department of Leeds City Council Children's Services on 0113 2224414.

## **Application process (normal round)**

When applying to start in the entry year, all applications are coordinated by local authorities across England.

You apply to your home Local Authority (the council who empty your bins) by the closing

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date of 31 October 2022. All offers will be made by your home Local Authority on offer day of 1 March 2023.

Families applying on the basis of faith criteria will need to complete the attached Supplementary Information Form and return this directly to our school by the closing date. Failure to return a Supplementary Information Form by the closing date means that the school is unable to consider the application under the Faith oversubscription criteria. The Governing Body reserve the right to seek external verification of all information provided in either the main admissions form or the SIF.

## **Applying after the national closing date**

If you apply after the deadline we cannot guarantee to consider your preferences at the same time as those received on time. Any applications after the national closing date will be dealt with following the Leeds Council coordinated scheme, unless there are significant and exceptional reasons, and we will adopt any late date Leeds City Council use.

## **Accepting offers**

You will need to accept the offer of a school place directly with our school. This will not affect your position on any waiting list for any other school or your right to appeal.

If you refuse the offer, or do not accept the offer within a reasonable time, your place at our school may be withdrawn. This will leave your child without a school place in September

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## The Supplementary Information Form (SIF)

This form requires families to record their level of participation in religious and/or community activities. There are three areas included with different gradings for frequency of participation. These areas are:

1. How often in the past 6 months have you, your child, or siblings attended a Jewish Educational activity (e.g., adult education course, school, nursery, synagogue) prior to this application?
2. Do you have a Mezuzah affixed to the front door of your home?
3. How often have you and your child attended synagogue services (including those for children) in the past six months?
4. Prior to the date of application have you acted in a volunteer capacity (giving your time) in any communal, educational, charitable or welfare activity?

To meet the religious practice test, a minimum of 4 points needs to be awarded.

Sections 1,3 and 4 each can earn between 0 and 10 points based on level of activity.

Section 2 requires either a `yes` or `no` response. Two points are awarded for `yes` and no points are for a `no` response.

These points will be accumulated, and applications ranked by score. If a tie breaker is needed applications will be further awarded an additional point for every section in which they have gained a maximum score, up to a maximum of four points.

Where a reasonable reason for not being able to demonstrate the requirements for Sections 3 and 4 the applicant will be awarded 5 points. The reason for points being awarded/not being awarded in these circumstances will be recorded.

In the event that a further tie break is needed then the distance tie break detailed under priority criteria will apply.

### Waiting Lists

In addition to their right of appeal, unsuccessful candidates can ask to be added to our waiting list. This waiting list will be maintained in order of the oversubscription criteria previously mentioned and not in the order in which applications are received or added to the list. Each time a child is added to the waiting list, the list will be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list. Names will be removed from the list after 31st July 2022.

### Appeals

If you have applied but not been offered a place at our school, you have the right to appeal. Our appeals are arranged by Leeds City Council.

Appeals submitted for a year 7 place in the normal round will need to be received by

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Leeds City Council's deadline to guarantee being heard before the new school year starts. Find Leeds City Council's appeals timetable containing deadlines and timescales

Appeals against a decision for an in-year application can be submitted any time during the academic year. Appeals will be heard within 30 school days of the appeal request being received (where the application for a place has been refused and the right of appeal has been issued).

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

To assist the governors in making their decision, we invite parents to submit any available evidence in support of their request, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the admission policy oversubscription criteria to the child's application.

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## LJFS Supplementary Information Form

### Supplementary information for Jewish applicants only For those applying for entry in September 2022

A parent/carer must complete this form and then return it to the school. In the event that the cohort is oversubscribed then the named referees will be contacted to confirm the information given in this form. The form must be completed and submitted to the school by 30/10/2021. If it is not received in time, it may not be possible to treat the child as a priority applicant for the places reserved for Jewish pupils. If the information is not confirmed by the named person/people then the child will not be considered a priority application for the places reserved for Jewish pupils. However, they will still be considered using other oversubscription criteria.

Jewish pupils will be ranked based on the scores achieved on this form and places will be allocated accordingly. Only those pupils who achieve a score of 4 or more will be considered as a Jewish pupil.

**It is important that every section is completed and that you confirm the named referees are able to support the information you have provided.**

Surname of Child		First Name(s)	
Date of Birth		Hebrew Name of Child	
Full Postal Address (must be same as that used in main admissions application form)		Home Telephone Number	

### Section 1 (Part 1)

How often in the past year has your child (applying for a place in Year 7) attended a Jewish Educational activity prior to this application?

At least twice a week in the last year (8 points)		At least once a week in the past year (6 points)	
At least six occasions in the past year (4 points)		At least three occasions in the past year (2 points)	
Once in the last year (1 point)		Never (0 points)	

Details of person who can verify information in section 1 (part 1)

Name		Organisation	
Address		Position in Organisation	



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<b>Section 1 (Part 2)</b>			
How often in the past year have you, or another with parental responsibility for your child (applying for a place in Year 7), taken part in a Jewish educational activity (e.g. adult education course, synagogue course) prior to this application?			
At least twice a week in the last year (8 points)		At least once a week in the last year (6 points)	
At least six occasions in the last year (4 points)		At least three occasions in the last year (2 points)	
Once in the last year (1 point)		Never (0 points)	
If there are exceptional reasons that prevent attendance, please note these here. If these reasons are considered reasonable then you will be awarded the median point allocation (5 points).			
Details of person who can verify information in Section 1 (Part 2)			
Name		Organisation	
Address		Position in organisation	
<b>Section 2</b>			
Do you have a Mezuzah affixed to the front door of your home? (we may have to visit your home to verify this)			
Yes (2 points)		No (0 points)	
<b>Section 3 (Part 1)</b>			
How often have you, or another adult with parental responsibility for your child (applying for a place in Year 7) attended Synagogue services in the past six months?			
At least weekly plus High Holy Days, Pesach, Succot and Shavuot** (10 points)		At least weekly plus High Holy Days** (8 points)	
At least twice per month plus High Holy Days, Pesach, Succot and Shavuot** (6 points)		At least twice per month plus High Holy Days** (4 points)	
At least once a month plus High Holy Days, Pesach, Succot and Shavuot** (4 points)		High Holy Days, Pesach, Succot and Shavuot** (2 points)	
High Holy Days** (1 point)		Never (0 points)	
If there are exceptional circumstances that prevent attendance, please note these here. If these reasons are considered reasonable then you will be awarded the median point allocation (5 points)			
** Attendance on High Holy Days must be on two occasions over Rosh Hashanah and Yom Kippur. Attendance at Pesach, Succot and Shavuot should be at least one day for each.			

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<b>Section 3 (Part 2)</b>			
How often has your child (applying for a place in Year 7) attended Synagogue services in the past six months?			
At least weekly plus High Holy Days, Pesach, Succot and Shavuot** (10 points)		At least weekly plus High Holy Days** (8 points)	
At least twice per month plus High Holy Days, Pesach, Succot and Shavuot** (6 points)		At least twice per month plus High Holy Days** (4 points)	
At least once a month plus High Holy Days, Pesach, Succot and Shavuot** (4 points)		High Holy Days, Pesach, Succot and Shavuot** (2 points)	
High Holy Days** (1 point)		Never (0 points)	
If there are exceptional circumstances that prevent attendance, please note these here. If these reasons are considered reasonable then you will be awarded the median point allocation (5 points)			
** Attendance on High Holy Days must be on two occasions over Rosh Hashanah and Yom Kippur. Attendance at Pesach, Succot and Shavuot should be at least one day for each.			
Details of Rabbonim / Clergy who can confirm the information in section 3			
Name of Rabbi / Clergy		Synagogue	
Address			
<b>Section 4</b>			
Prior to the date of application, have you acted in a volunteer capacity (giving your time) in any communal, educational, charitable, or welfare activity?			
At least six occasions in the past three months (10 points)		At least three occasions in the past three months (5 points)	
Once in the past three months (1 point)		Never (0 points)	
If there are exceptional circumstances that prevent volunteering (e.g. work patterns, financial, family commitments) please note these here. If these reasons are considered reasonable then you will be awarded the median point allocation (5 points)			
Details of person who can verify information in Section 4			
Name		Organisation	
Address		Position in Organisation	

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<b>For completion by school when ranking applications</b>			
Score – Section 1 (Part 1)		Score – Section 1 (Part 2)	
Score – Section 2		Score – Section 3 (Part 1)	
Score – Section 3 (Part 2)		Score – Section 4	
Address verified (if needed)		Section 1 verified	
Section 2 verified		Section 3 verified	
Section 4 verified		Distance from school	
Additional points awarded for maximum scores in sections 1-4			
Ranked admission place number			
Waiting list place number (for Jewish applicants)			